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LOCAL RECORDS
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Local Records Grant Program: Digital Imaging Grant Process for Vendors.

Local Records Grants will cover the digital capture and preservation microfilm will be produced from images submitted by the vendor to Local Records, in addition to the digital product provided by the vendor to the grantee.

Vendors are required to submit images to Local Records in the following format, for each roll of film to be produced—TIFF or JPEG (TIFF preferred), grayscale or bi-tonal (grayscale preferred). One image per frame, unless original crosses two pages (i.e., tax record book).

Include an invoice listing the Local Records Grant Number, County (City, if applicable), and record series. Also, provide a listing of records included on the hard drive. Digital images on the hard drive must be organized into folders for each roll of film to be produced.

Create folders containing required targets and images, folders should be named according to record series/volume/year that are included in the folder:

35mm microfilm

Orientation: Portrait 1,200 images per reel, includes targets
Orientation: Landscape 600 images per reel, includes targets
(Landscape should only be used for projects with information across two pages)

16mm microfilm (Note: 16mm imaging requires prior approval from Local Records. Permission must be obtained in writing prior to the submission of the final grant application.)

Orientation: Portrait 6,000 images per reel, includes targets

Targets required in the following order for a reel that is not continued:

1. Reel Number Target
2. Title Target
3. Blank Pages Not Scanned Target (if applicable)
4. Poor Quality Statement Target (if applicable)
5. Additional Bibliographic Targets (if applicable)
6. Start
7. New File Begins
8. Title/Box target for each new volume/box
9. End of File/Volume

Targets required for a reel to be continued:

1. Continued on Next Roll Target
- Other targets will be the same as a single roll

Targets required for a reel that has been continued:

1. Continued from Last Roll Target
- Other targets: same targets as listed for “not continued” rolls